

PROPOSED SCHEME OF SERVICE

Organisation: Université des Mascareignes

Post: Administrative Officer

Salary: 17,500 - 29,075 - 34,175 - 42,000 - 52,775

- Qualifications:**
- A. A degree from a recognised institution or an equivalent qualification acceptable to the Board.
- B. Candidates should-
- (i) reckon at least three years' post-qualification experience at administrative/managerial level;
 - (ii) be proactive and have the ability to work under pressure;
 - (iii) possess good interpersonal and communication skills;
 - (iv) possess good analytical and problem solving skills;
 - (v) possess supervisory skills; and
 - (vi) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

NOTE

Candidates may be required to take part in a written examination designed to assess their potential and aptitude for administrative work and their ability for problem-solving.

Duties:

1. To assist the Registrar and Assistant Registrar in the performance of their duties in various fields such as General Administration, Secretarial, Human Resource, Examinations, Marketing, and Public Relations, Admissions and Students Matters, Health and Safety.
2. To service the School Boards, Board of Examiners and other committees of the Schools.
3. To assist in formulating and maintaining adequate administrative procedures in the respective Unit.
4. To assist in the implementation of decisions, follow-up action and communication between the different sections of the Unit.
5. To assist in the organisation of functions and events.
6. To assist in the implementation of Performance Management System in the respective Unit.
7. To carry out such other administrative duties in support of the academic and professional work of the Université des Mascareignes.
8. To act as Secretary in Committees.
9. To supervise and provide guidance to staff working under his responsibility.
10. To use ICT in the performance of his duties.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Administrative Officer in the roles ascribed to him.

